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OFFICE FOR PROJECT SERVICES

REPORT OF THE EXECUTIVE DIRECTOR OF THE OFFICE FOR PROJECT SERVICES ON WAYS OF ESTABLISHING THE OFFICE AS A SEPARATE AND IDENTIFIABLE ENTITY

Addendum

UNOPS USERS ADVISORY GROUP: ROLE, COMPOSITION AND FUNCTIONS

I. ROLE OF THE UNOPS USERS ADVISORY GROUP

1. In its decision 94/12, the Executive Board agreed in principle to the Secretary-General's proposal to establish, within existing resources, a UNOPS Users Advisory Group (UAG).

II. BASIC PRINCIPLES

2. UAG is responsible for ensuring that UNOPS is fully aware of the concerns of the United Nations organizations and others who utilize its services, and for making appropriate recommendations thereon.

III. COMPOSITION

3. UAG is chaired by the Under-Secretary-General for Development Support and Management Services (DDSMS). The UNOPS Executive Director is the Secretary of UAG.

4. The following are important current users of UNOPS services and will initially be invited to participate in UAG:

UNDP;

United Nations International Drug Control Programme;

International Fund for Agricultural Development;

World Bank;

Inter-American Development Bank;

United Nations Capital Development Fund;

United Nations Sudano-Sahelian Office;

Global Environment Facility;

Montreal Protocol

5. Additional United Nations organizations and specialized agencies that utilize UNOPS services may be included subsequently, or may be invited on an ad hoc basis to participate in discussions on topics that may be of interest to them.

6. As bilateral donors/entities and recipient Governments already have the opportunity to provide feedback to UNOPS through the Executive Board and other intergovernmental bodies, it is not envisioned that they would be included as members.

IV. FUNCTIONS OF UAG

7. The functions of UAG include:

(a) Ensuring a proper flow of information from UNOPS principal users to provide feedback on services rendered by UNOPS and on concerns that they may have in this regard;

(b) Providing an effective channel of communication from UNOPS to its users to facilitate an understanding of UNOPS existing and emerging services and corresponding policies;

(c) Identifying ways in which users and UNOPS can jointly enhance the impact of programmes and projects in developing countries;

(d) Promoting the dissemination of lessons learned and new approaches developed;

(e) Making recommendations to UNOPS with a view to enhancing its effectiveness and its responsiveness to the recipient countries and to its clientele. Copies of the UAG recommendations are forwarded to the UNOPS Management Coordination Committee (MCC).

V. UAG MEETINGS

8. Regular meetings of the UAG are held twice a year. Within the framework of the UAG's mandate, members of the UAG can propose topics for the agenda. Such requests shall be addressed to the Chairman with a copy to the Secretary. The Chairman of the UAG can call for extraordinary meetings on specific topics with invitations to non-members having both an interest in and a contribution to make on the subject at hand.

9. Meetings will take place at UNOPS headquarters. For the functioning of UAG and its secretariat, due regard will be given to the requirement to stay within existing resources.